

PRINT in BLACK ink

Enter the name of the county in which this case is filed.

STATE OF WISCONSIN, CIRCUIT COURT,

For Official Use

COUNTY

Enter the name of the petitioner. If joint petitioners, enter the name of the wife.

In re the marriage of:

Petitioner/Joint Petitioner-Wife:

First name Middle name Last name

and

Respondent/Joint Petitioner-Husband:

Civil Process Worksheet

Enter the name of the respondent. If joint petitioners, enter the name of the husband.

First name Middle name Last name

Enter the case number.

Case No. _____

Do not file this form with the court.

Note: Complete this form and give it to the law enforcement agency or private process server to help locate and serve the necessary documents on the other party.

A. Party Information

Name _____

Address _____

Address _____

City _____

State _____

Zip _____

Date of Birth _____

Phone (day) _____

Phone (evening) _____

Phone (cell) _____

Occupation _____

Height _____

Weight _____

Hair Color _____

Eye Color _____

Race _____

Sex

☐ Male

☐ Female

Glasses

☐ Yes

☐ No

Beard

☐ Yes

☐ No

Mustache

☐ Yes

☐ No

Other Identifying Characteristics: _____

Enter the following information for the person to be served.

If you do not know an answer, write "unknown" in the blank.

Enter any other physical characteristics that may assist identifying him/her.

B. Employer Information

Enter the other party's place of employment and the hours he/she is most likely to be there.

Employer _____
Address _____
Address _____
City _____ State _____ Zip _____
Phone _____ Work Hours: _____

C. Other Locations

Check yes or no.

If yes, enter the name and address for an alternate location and the days and times that he/she will likely be there.

Are there other locations this person can regularly be found? ☐ Yes ☐ No

Name of Place _____
Address _____
Address _____
City _____ State _____ Zip _____
Phone _____ Possible Days/Time _____

D. Vehicle

Describe the person's vehicle.

Make _____
Model _____
Year _____
Color _____
License Plate Number _____
Unusual Characteristics _____

E. Special Circumstances:

Check yes, no, or I don't know.

Also identify any other habits, characteristics, or behaviors of which the server should be aware.

Is the person to be served likely to have a violent reaction to the service?

☐ Yes ☐ No ☐ I don't know

Does this person normally carry any weapons?

☐ Yes ☐ No ☐ I don't know

Other _____

